

HOWARD COUNTY, MARYLAND  
**GREENFEST 2015**  
Saturday, April 18th, 2015  
10:00am – 4:00pm Howard Community College  
APPLICATION DUE: FEBRUARY 27, 2015

This year's GreenFest theme is "Living With Wildlife" with a target audience of Howard County residents. The event will focus on increasing knowledge about wildlife and how to use that knowledge to live in harmony with nature. Topics include deer resistant gardens, native butterflies and birds, benefits of rain gardens, native plant sales and give-a-ways, effects of climate change on wildlife, rain barrel and composting workshops. As is tradition, other "green" themes are welcome and encouraged.

Howard County Government is accepting applications for exhibitors and vendors to set up displays and share their knowledge with residents. Preference will be given to local businesses and organizations and those promoting environmentally friendly goods and services. Applications are due by FEBRUARY 27, 2015 and must include a completed application form, signed vendor agreement with insurance (if required) and payment in full. All applications received after February 27, 2015 will be charged a \$10 late fee above the space fees listed below. Applications will be reviewed and all applicants will be notified of their participation status by the end of February. Submission of the attached application does not ensure your participation in GreenFest 2015.

**Exhibitor Fees:**

- \$25 per 6' (long) x 4' (deep) space for non-profits
- \$35 per 6' (long) x 4' (deep) space for all other entities, such as commercial businesses
- Add \$10 if you are requesting access to an electrical outlet. Vendors must supply their own heavy duty extension cord and tape or other method of securing so the cord is not a safety hazard. NOTE: Electrical outlets are limited and are available on a first come, first paid basis.
- Add \$10 per space after February 27, 2015

Each exhibitor space will include one 5 foot table and two chairs (no pipe and drape or table cloth is included – please provide your own if desired). Please feel free to purchase more than one space if needed.

(Non-profit organizations that experience a hardship with the exhibitor fee should contact Alan Wilcom.)

Please note no refunds will be made after March 1, 2015.

Please consider becoming a **GreenFest Sponsor!**

Benefits include:

- One exhibitor space with a 5 foot table and two chairs (does not include electricity)
- Your name and logo on our brochure
- Your name on the GreenFest website
- A sponsor sign at your table
- Your organization's name mentioned in our press releases

**GreenFest 2015 Sponsorship is \$100.**

Space is limited – hurry and sign up today!

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**Howard County GreenFest 2015 Application Packet Checklist**

Be sure all of the following materials are included in your application packet upon submission.

**1. APPLICATION**

GreenFest 2015 Application

**2. PAYMENT**

Credit Card number, expiration date and security code on the application

-OR-

Check enclosed for full payment made out to Director of Finance

**3. VENDOR AGREEMENT**

Completed For-Profit Vendor Agreement

**AND**

Documentation for REQUIRED insurance listing Howard County Government as an additional insured for the event. (Please contact Alan Wilcom with questions regarding insurance.)

-OR-

Completed Non-Profit Vendor Agreement (Insurance is recommended, but is not required.)

**SUBMIT APPLICATION PACKET TO:**

Alan Wilcom  
Howard County Department of Public Works  
6751 Columbia Gateway Drive, Suite 514  
Columbia, MD 21046  
410-313-6433  
Fax: 410-313-6388 (if faxing please call or email to confirm application arrival)  
[AWilcom@howardcountymd.gov](mailto:AWilcom@howardcountymd.gov)

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Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Billing Address (if different from above): \_\_\_\_\_

Organization Type (non-profit, government, club, manufacturer, energy provider, etc.): \_\_\_\_\_

Display Theme (e.g. water conservation, alternative energy, composting, recycled products, etc.): \_\_\_\_\_

Giving Away Items? Yes No Please Describe: \_\_\_\_\_

Selling Items? Yes No Please Describe: \_\_\_\_\_

Other Space Requests: \_\_\_\_\_

Date of Application Submission: \_\_\_\_\_

*** SPACE INFORMATION ***	
# of spaces requested	
<b>Cost per space:</b> \$25 nonprofit \$35 all others <i>OR</i> <b>Sponsorship:</b> \$100 includes 1 space	\$
Request for an electrical outlet (+\$10)	\$
Late fee assessed after February 27, 2015: (+\$10 per space)	\$
<b>Total Enclosed</b>	\$

\*\*\* PAYMENT INFORMATION\*\*\*

Make checks payable to:

Director of Finance

and mail to:

Howard County Department of Public Works,  
Attn: Alan Wilcom,  
6751 Columbia Gateway Drive,  
Suite 514, Columbia, MD 21046

**-OR-**

VISA / MASTERCARD\*

NAME ON CARD:

CARD #:

EXPIRATION DATE:

3 DIGIT SECURITY CODE:

SIGNATURE:

(\*We cannot accept Discover or American Express)

HOWARD COUNTY, MARYLAND  
**NON-PROFIT** VENDOR/EXHIBITOR AGREEMENT  
“GREENFEST”

Vendor/Exhibitor hereby makes application to participate in “GreenFest” (The Event) sponsored by the Howard County Government, Department of Public Works, on April 18th, 2015. Vendor/Exhibitor understands and agrees to abide by all rules and regulations of Howard County Government.

By sponsoring the event, Howard County is not insuring you or your organization for this event. You/your organization is completely responsible for damages or injuries that occur to any persons or property whatsoever as a result of your participation in the event, including but not limited to the exhibit itself. You should have adequate insurance for your participation in the event. Notwithstanding insurance maintained, Vendor/Exhibitor agrees to be financially responsible for any and all damage or injury to persons or property caused by its vehicles, property, employees, contractors, agents, or volunteers anywhere on the property, including during set-up and removal of exhibits.

You must understand and practice sound safety procedures for your activities including proper supervision of all staff and activities and proper set up and take down of exhibits.

Vendor/Exhibitor agrees to indemnify and hold harmless Howard County Maryland, and its officials, employees, agents, and volunteers, from and against any and all liability or claims for damages of any kind, arising from Vendor/Exhibitor’s participation in the event.

Name of Organization:

Name of Person Responsible:

\_\_\_\_\_  
Signature of Person Responsible and Authorized to Enter into this Agreement on Behalf of  
Vendor/Exhibitor/Organization

\_\_\_\_\_  
Date

Address:

Telephone Number(s):

Email:

**RECOMMENDED INSURANCE (NOT REQUIRED):**

- a) General Liability Insurance in the amount of \$1 million, combined single limit per occurrence, naming "Howard County, MD", as Additional Insured.
- b) Workers' Compensation Insurance for vendor's employees.
- c) Automobile Liability Insurance, in the amount of \$1 million combined single limit per occurrence. (Not required if vehicles will not be used for the Event.)

HOWARD COUNTY, MARYLAND  
**FOR-PROFIT / OTHER** VENDOR/EXHIBITOR AGREEMENT  
“GREENFEST”  
INSURANCE REQUIRED

Vendor/Exhibitor hereby makes application to participate in “GreenFest” (The Event) sponsored by the Howard County Government, Department of Public Works, on April 18th, 2015. Vendor/Exhibitor understands and agrees to abide by all rules and regulations of Howard County Government.

By sponsoring the event, Howard County is not insuring you or your organization for this event. You/your organization is completely responsible for damages or injuries that occur to any persons or property whatsoever as a result of your participation in the event, including but not limited to the exhibit itself. You must have adequate insurance for your participation in the event. Notwithstanding insurance maintained, Vendor/Exhibitor agrees to be financially responsible for any and all damage or injury to persons or property caused by its vehicles, property, employees, contractors, agents, or volunteers anywhere on the property, including during set-up and removal of exhibits.

You must understand and practice sound safety procedures for your activities including proper supervision of all staff and activities and proper set up and take down of exhibits.

Vendor/Exhibitor agrees to indemnify and hold harmless Howard County Maryland, and its officials, employees, agents, and volunteers, from and against any and all liability or claims for damages of any kind, arising from Vendor/Exhibitor’s participation in the event.

Name of Organization:

Name of Person Responsible:

Date \_\_\_\_\_

Signature of Person Responsible and Authorized to Enter into this Agreement on Behalf of Vendor/Exhibitor/Organization

Address:

Telephone Number(s):

Email:

**REQUIRED INSURANCE** (provide current certificate of insurance with application):

- a) General Liability Insurance in the amount of \$1 million, combined single limit per occurrence, naming "Howard County, MD", as Additional Insured.
- b) Workers' Compensation Insurance for vendor's employees.
- c) Automobile Liability Insurance, in the amount of \$1 million combined single limit per occurrence. (Not required if vehicles will not be used for the Event.)